

Purpose

1. To set out the standards of responsible and ethical behaviour and conduct expected of all students.

Policy

2. ECG College and CCG explicitly prohibits corporal punishment.
3. Breaches of the Student Code of Conduct may result in action according to the Student Disciplinary Procedure.
4. All Students sign the Student Rights and Responsibilities form at the time of enrolment.

Student Rights and Responsibilities

5. Community College Gippsland (CCG) and ECG College provides education and training in an Adult Education learning environment. CCG and ECG College have an expected standard of behaviour that all students are required to know, understand and abide by.

Student Rights

- To expect the best quality learning experience CCG and ECG College can provide
- To experience a fair, inclusive and safe learning environment for all students from all cultures
- To be provided with information of how the education and training will be delivered and assessed prior to starting the training.
- To receive assessment results in a timely manner and have access to the teaching and training staff to discuss the outcomes and pathways.
- To have access to the facilities and resources required to achieve successful outcomes in their training
- To be treated equally and respectfully by staff and other students
- To be informed of class changes/cancellations in a timely manner
- To be able to talk to teaching and training staff about issues that may impact their learning at CCG and ECG College

Student Responsibilities

- To comply with the CCG and ECG College Student Code of Conduct and Rights and Responsibilities
- To attend class on time and actively participate in activities and assessment
- To act safely and not endanger their life or the lives of others
- To submit assessments in the required timeframes and not plagiarise, cheat or copy any student work
- To behave in a way so as not to disrupt or negatively impact the learning of others
- To respect the rights and welfare of all CCG and ECG College staff and students
- Harassment, discrimination, vilification, bullying including cyber bullying through digital or social media, physical, psychological, sexual abuse including child abuse, and verbal assault is not acceptable and will not be tolerated

- To not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe
- To follow instructions of teachers and trainers in relation to using appropriate language, use of mobile phones and computer technology while in the classroom or when representing CCG and ECG College in the community
- To respect and not damage any CCG and ECG College facilities, resources and materials and report any breakages, hazards or risks identified on campus
- To understand that no drugs, alcohol, firearms or weapons of any kind are permitted at CCG and ECG College. This applies to all on campus and off campus activities
- To be free from the influence of alcohol and/or drugs on campus. Students under the influence will be requested to leave the campus
- Refrain from smoking outside designated areas in all campus buildings and grounds, or littering or damaging, stealing or misusing any CCG and ECG College property
- Illegal activities will be referred to the police

Student Discipline

6. Students of CCG who engage in misconduct are subject to CCG and ECG College disciplinary procedures.
7. If an incident or issue arises that endangers any person at CCG and ECG College, the matter will be referred to the police and the student will be immediately withdrawn from participation in further classes or activities.
8. Non-attendance in class and/or poor performance may also lead to disciplinary procedures. Counselling (formal or informal) and performance reviews will be implemented and if no improvement occurs, the student/trainee may be withdrawn from class/training.

Students Under 18

9. CCG and ECG College has campuses in different locations across the region. Students under 18 who wish to leave the campus during breaks and for pre-arranged appointments require written Parent or Guardian/Carer consent to leave each campus unattended. Students who do not provide written consent from the Parent or Guardian/Carer may not leave the campus boundaries until the end of the designated class times are reached.
10. Parents and Guardians/Carers acknowledge that once the student leaves the campus boundaries on such occasions, CCG and ECG College staff are not able to offer supervision or duty of care.
11. Parents and Guardians/Carers who cannot attend the campus to give consent on each occasion to sign the child/dependant out must complete and return the Permission to Leave the campus form. This confirms the authorisation for your child/dependant to sign themselves out and back in when they leave the campus on such occasions.